

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
DEPARTMENT OF HEALTH AND MENTAL HYGIENE		Montrose School
Item No.	Description	Retention
1.	<p><b>ACCOUNTING RECORDS</b></p> <p>This series includes all standard State accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period:</p> <p><b>A. Special Accounting Records:</b></p> <p style="padding-left: 40px;">Books of Final Entry - General Ledgers Audit Reports</p> <p><b>B. General Accounting Records:</b></p> <p style="padding-left: 40px;">Memorandum of Adjustments Distribution of Charges Transmittals Certificate of Deposit and Bank Deposit Slips Monthly Report of State Funds Collected and Deposited</p>	<p>Retain permanently.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

*Edward J. Amende* \_\_\_\_\_ Superintendent \_\_\_\_\_ September 29, 1976  
Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

10-22-76 \_\_\_\_\_  
Date Archivist

\_\_\_\_\_ Secretary  
Date

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

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Item No.	Description	Retention
	<p>C. Purchasing Records:</p> <ul style="list-style-type: none"> <li>Requisition for Supplies (also Agency Interoffice Requisitions)</li> <li>Purchase Order</li> <li>Out-of-Schedule Requisition for Supplies</li> <li>Stores Requisition</li> <li>Copy of Contract Awarded</li> <li>Actual Emergency and Repairs Report</li> <li>Notice of Award of Contract</li> <li>Report of Partial Delivery</li> <li>Credit Memorandum</li> </ul> <p>D. Budget and Fiscal Planning Records:</p> <ul style="list-style-type: none"> <li>Budget Schedule Amendment</li> <li>Report of Fixed Assets</li> <li>Report of Materials and Supplies</li> <li>Materials and Supplies Physical Inventory</li> <li>Budget Estimates</li> <li>Request for Position Action</li> </ul> <p>E. Payroll Accounting Records:</p> <ul style="list-style-type: none"> <li>Payroll and Check Register</li> <li>Payroll Exceptions Time Report</li> <li>Payroll Warrants</li> <li>Payroll Transmittals</li> <li>Employee Roster Card File</li> </ul> <p>F. Miscellaneous Accounting Records:</p> <ul style="list-style-type: none"> <li>Paid Bonds and Coupons</li> <li>Paid Bills and Invoices</li> <li>Receipt Copies and Stubs</li> <li>Bank Books, Statements, and Deposit Receipts</li> <li>Cancelled Checks, Check Copies and Check Stubs</li> <li>Reconciliation and Trial Balance Sheets</li> <li>Budget Papers and Work Sheets</li> <li>Requisitions and Purchase Orders</li> <li>Delivery Orders and Receipts</li> <li>Receiving Reports</li> <li>Daily and Monthly Time Sheets</li> <li>Gas Withdrawal Tickets and Mileage Reports</li> <li>Stock Record Card</li> <li>Memorandum Receipt and Property Condemnation Report</li> <li>Delivery Order and Receipt</li> <li>Periodic Financial Reports to Local &amp; State Agencies</li> <li>Withholding Tax Forms and Statements (Local, State and Federal)</li> <li>Renewable Licenses</li> </ul>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>